



ABAG PLAN Corporation

Risk Management Committee Meeting

Summary Minutes

October 26th, 2015

10:30am – 1:00pm

101 8th Street
Oakland, CA 94607
Conference Room B
&

Teleconference Location Below:

Participant	Member City	State	Street Address
Shadia Hrichi	Morgan Hill	CA	175175 Peak Avenue
Julie Carter	Dublin	CA	100 Civic Plaza

Presiding

Mike Taylor

Saratoga

Members Present:

Laci Kolc
Brian Dossey

American Canyon
Colma

Staff Present:

James Hill, PLAN Risk Management Officer
Kim Chase, PLAN Administrative Assistant
Gertruda Luermann, PLAN Risk Analyst

Others Present:

Cathie Bigger-Smith

Loss Control Consultant

1. Call to Order

Meeting was called to order at 10:34am by Chairman Mike Taylor. A quorum was not present due to last minute teleconferencing accommodation (Dublin).

2. Public Comments: None

3. Approval of Minutes - April 8th, 2015 – Approval of minutes deferred until next committee meeting. No official quorum. J. Carter – Dublin changed her attendance to teleconference mode in absence of posting of the teleconference location in jurisdiction. No “official” vote was taken from Julie.

4. Plan Program Performance Highlights – Staff (Jim Hill) discussed PLAN program performance highlights as noted in his Frequency and Severity Analysis Report. Staff report reflected data from the PLAN MDR report dated June 30, 2015. Report noted PLAN General Liability claims were down (frequency); however, staff pointed out two significant occurrences (weather related) that will impact the liability data due to timing. Overall PLAN GL claim values have been trending down since 2011 which is favorable. The number of PLAN property claims have also declined during the period, however, average property claim values have risen. Staff noted the recent elimination of the vanishing deductible program feature which should temper property claim values moving forward.

The claim analysis by origin (department) showed that Police, Street/Sidewalk and Storm Water claims remain the biggest challenge, along with Tree and Sewer claims in terms of claim frequency. From a claim cost standpoint, Police claims represent 29% of the GL claim costs on all open claims, followed by Sidewalk (23%), Storm Water (20%) and Street (17%). Staff is keeping a close eye out on sidewalk frequency indicators and will continue to focus on sidewalk hazard abatement while aggressively defending sidewalk claims. In addition, the annual sewer summit and our urban forest conference continue to be very important venues for open discussion on risk, exposure and emerging best practices in each area.

Staff referenced the accompanying MDR report(s) and the committee members acknowledged the importance of using the MDR data in their strategic planning. Staff called for questions and none were raised by the committee.

5. Risk Management Program Update – Member Annual Risk Management Plans; PLAN Training Program Update; PLAN Grant Program Funding Utilization Review.

Gertruda began discussion referencing the loss prevention program report. Staff informed the group of the ongoing challenges our Loss Control consultant faces scheduling time and meetings with our member agencies. This impacts the timeliness of establishing member risk management strategic objectives each year. Cathy Bigger-Smith reported that she has managed to meet with all but two of the members over the past fiscal year. She is schedule to meet the remaining two member agencies in November.

Mike Taylor inquired as to where the analytic data used in the strategic planning process is drawn from. Gertruda confirmed Focus in the tool used to extract the MDR data and Jim explained some of the IVOS and FOCUS differences.

Staff (Jim) initiated discussion on City owned vehicles (contractor’s usage and coverage limitations). Committee briefly discussed ADA issues with Risk Management staff.

Gertruda discussed and clarified the adjusted loss prevention (grant) budget explaining how the carry over amounts are calculated and reallocated to each member. The grace period to submit grants has passed and the adjusted grant allocation, including carry over was provided to committee members. Staff detailed the types of grant expenditures currently being requested. Staff informed the committee that the Best Practices software (Safety Logic) is being updated to a newer version. Committee then discussed scorecards/assessments and questioned the necessity of maintaining scoring. Staff noted it is our primary audit tool and it establishes consistency in benchmarking and evaluating member adherence to our defined best practices.

Staff discussed current and prospective PLAN training and commented PLAN's Sewer Smart Summit had a very high turnout. Staff also noted the Urban Forest Management Workshop received good participant feedback also had a high turnout.

Staff (Jim) briefly discussed grant fund utilization which has gone up from prior year. Staff referenced the staff report, including graphs and exhibits.

6. Severe Weather Conditions – (El Nino) – Staff (Jim) presented a report on Severe Weather Conditions which included background discussion on the planning process and noted the available tools and resources from ABAG's Resilience team. PLAN staff is developing a resource guide for Severe Weather ("El Nino"). The staff report emphasized the importance of understanding the planning framework and outlined the major steps of the process. The "El Nino" resource guide will be designed as both a resource and planning tool for disaster preparedness and recovery. Staff (Kim Chase) will assist in the project.

A status report on PLAN member Local Hazard Mitigation Planning was presented to the committee with emphasis on the importance of planning from both a risk management and recovery standpoint. Staff noted that forming a local recovery team can be instrumental in seeking reimbursement from FEMA or obtaining other funding resources. Staff quickly referenced the "Local Hazard Planning Status Report" noting there are only four PLAN members without an approved LHMP. Some PLAN members have annexed their plan with their local county agency.

Staff referenced sample "El Nino" customized brochures prepared by PLAN Loss Control consultant David Patzer (CSRMA) and asked the committee members to consider the value of this resource and to explore sharing the cost of production by PLAN for members requesting assistance in outreach through our Sewer loss control funds. Committee members agreed that sewer grant funds would be wisely used for this project.

Staff noted the ABAG Resilience team will attend the board retreat. A presentation on Climate Adaptation by a renowned Specialist/Oceanographer will be included in the agenda. The ABAG Resilience Team will help coordinate updating Disaster Recovery Plans for PLAN members.

7. Risk Awareness Survey – Committee Review/Feedback

Committee reviewed the final draft of the Risk Awareness Survey for release to PLAN members. Discussion ensued on the intent of some of the questions. Committee members expressed their concerns with some of the questions (intent) and the value of knowing the information. Staff noted the survey covered all of the key elements of risk and risk awareness which includes "employee attitude". Employee attitude is an integral part of risk management and safety. He touched on the need for employee engagement in the risk management process (best practices) which makes these questions both relevant and important. Staff solicited additional committee feedback, suggestions and change requests to the survey. Changes were noted and agreed upon and the final edits are to be incorporated into the survey for immediate release. A goal was established to complete the survey and have a preliminary report/analysis provided to the Board at our December retreat.

8. Other Business/Announcements - None

9. Meeting was adjourned at 1:10pm by Chairman Taylor.

Respectfully Submitted,


Jim Hill, Risk Management Officer/PLAN Secretary